



Disability Access and Inclusion Advisory Group Terms of Reference

1. Establishment

The Disability Access and Inclusion Advisory Group ('DAIAG' or 'Advisory Group') was established by the Council of the City of Karratha ('Council' or 'City') on 25 May 2026 (Resolution No. {insert number}).

2. General

2.1 Purpose

The Advisory Group is to provide, discuss, and inform strategic, expert, and impartial advice to the City of Karratha on the development, implementation, monitoring and review of policies, strategies, projects and plans with the aim of advancing the inclusion of people with disability.

2.2 Objectives

The role of the Advisory Group is to provide advice and assistance to the City regarding matters relating to:

- a) Council strategies, plans, and policies as they relate to disability access and inclusion.
- b) Initiatives detailed in the Disability Access and Inclusion Plan.
- c) Disability access and inclusion considerations for infrastructure projects, programs, and events delivered by the City.
- d) Disability access and inclusion considerations within the boundaries of the City of Karratha.

2.3 Powers of the Advisory Group

The Advisory Group is not a decision-making body, instead it acts in an advisory capacity to the City of Karratha, representing the views and priorities of the community on matters relevant to disability access and inclusion.

2.4 Term of Advisory Group

Advisory Group members will be appointed for a period of two (2) years, or until otherwise resolved by Council.

The function and form of the Advisory Group will be reviewed every two (2) years or as determined by Council.

3. Membership

Membership shall comprise of up to ten (10) community members*, with representation from:

- People with lived experience of disability
- Carers of people living with disability
- Professionals from the disability support service sector

In addition, the following representatives will form part of the Advisory Group as observing members:

- Two Elected Council Members
- Director of Community Experience or their delegate (Chairperson)
- City Officer (Administrative Support)

Members must continue to meet membership requirements to maintain their membership. If a member no longer meets these requirements, their membership will be revoked.

The City reserves the right to review membership at any time.

*Additional members, identified by their specialist skills or knowledge, may be co-opted to the Advisory Group by invitation of the Chairperson.

3.1 Member Support

Members may attend meetings with a support person to facilitate access and active participation in meetings and/or site visits.

The City will ensure that meetings are accessible by supporting individual accessibility requirements for attendance and providing meeting materials in accessible formats, upon request by members.

3.2 Appointment

Appointment of members will be via a public expression of interest process. The internal selection panel will make assessments against a criteria reflecting the purpose, role, and composition of the Advisory Group, with appointments made by the Director of Community Experience.

New Advisory Group members will be recruited by the City as and when needed, to fulfil membership number requirements.

3.3 Selection Criteria

The evaluation of potential members will be assessed by the City and appointment will be approved by the Director of Community Experience based on the following criteria:

- Lived experience of disability, caring for a person living with disability, or professional experience in the disability support service sector, to ensure a broad and diverse range of perspectives.
- Demonstrated commitment to access and inclusion, supported by appropriate knowledge and experience in matters relating to disability, participation, representation, leadership, safety, and wellbeing.
- Capacity to commit to the Advisory Group and actively contribute for the required duration of the membership term, including attending a minimum of four (4) meetings per year.
- Live within the City of Karratha.

3.4 Conflicts of Interest

Members who have a financial or non-financial interest in any matter with which the Advisory Group is concerned must disclose the nature and extent of the interest as soon as possible. Preferably, such disclosures will be made to community.development@karratha.wa.gov.au before the commencement of the relevant meeting.

The Chairperson will decide on the appropriate method for management of the conflict of interest.

3.5 Resignation

Members may resign from the Advisory Group at any time by providing a written notice of resignation to the Chairperson. Resignations will be formally recorded in the minutes of the next Advisory Group meeting.

4. Responsibilities and Limitations

4.1 Responsibilities of Advisory Group

Each member of the Advisory Group is responsible for:

- Acting in the best interests of the broader community.
- Attending four (4) meetings per calendar year or advising the City at least two working days prior to the commencement of the meeting if unable to attend.
- Reviewing provided material in a timely manner to enable informed discussion at meetings.
- Participating in a collaborative manner, ensuring a climate of mutual support, trust, respect, and courtesy are maintained and all communication is inclusive and non-discriminatory.
- Adhering to relevant Council policies that maintain a safe and respectful working environment.
- Disclosing any conflicts of interest prior to Advisory Group meetings.
- Adhering to the City's confidentiality requirements.

4.2 Responsibilities of Chairperson

The Chairperson's responsibilities include:

- Ensuring meetings are guided by a documented agenda and kept to the allocated time.
- Preserving good order and decorum.
- Ensuring each attendee (whether in person or online) has an opportunity to express their opinions on agenda items.
- Formally addressing inappropriate conduct. The Chairperson may recommend to Council the removal of a member, if warranted by the member's conduct.

In the event that the Chairperson is absent or the role is temporarily vacant, the City will appoint an interim Chair of the meeting.

4.3 Responsibilities of City Officer

The City will appoint a Secretariat to provide administrative support for the Advisory Group. They are the primary point of contact between the Advisory Group and the City. The Secretariat's responsibilities include:

- Creating and distributing the agenda, supporting documents, and meeting minutes.
- Ensuring that items presented on the agenda are of suitable quality and content, are fit for purpose, and submitted within the required timeframe.
- Ensuring that all actions and deadlines are completed in a timely manner.
- Maintaining the official records of the Advisory Group.

The City may invite guests to attend and present to the Advisory Group. The guests include, but are not limited to, City Staff or external consultants.

4.4 Responsibilities of Elected Council Members

Council will appoint two Elected Members to attend Advisory Group meetings. Elected Members will attend as an observer and may only act in a consultative role that is consistent with Council policy or position.

4.5 Limitations of Advisory Group

The Advisory Group acts in an advisory capacity only and has no delegated authority. Members of the Advisory Group must not:

- Use the City's Logo.
- Give directives regarding the City's procedures and processes.
- Speak with the media in their capacity as an Advisory Group member or on behalf of the City.

4.6 Sub-Groups and Group Representation

Where appropriate, sub-groups may be established as required to provide an opportunity for members to work collaboratively on specific projects or initiatives. If sub-groups are formed, progress and outcomes must be reported back to the Advisory Group and recorded in the minutes.

5. Operations and Procedures

5.1 Meetings

Meetings of the Advisory Group will be held quarterly at a suitable venue within the City, as well as online. The duration of the meeting shall not generally exceed two (2) hours.

The City may, from time to time, convene an additional meeting of the Advisory Group to discuss and seek advice on urgent or time-sensitive matters.

Group Members shall not be entitled to any sitting fees or costs associated with being a representative of the Advisory Group.

5.2 Agendas

Meeting agendas will be prepared by the City and circulated to Group members no less than five (5) business days prior to the meeting. Meeting agendas will include, at a minimum:

- Attendees and apologies
- Acknowledgement of Traditional Owners
- Declarations of Conflicts of Interest
- Confirmation of previous minutes
- Standing items
- Date of next meeting

5.3 Minutes

Meeting minutes will be taken by the Secretariat and are to be a concise summary of the matters discussed. Draft minutes should be circulated within a timely manner, no more than five (5) business days following the meeting date.

Once accepted at the following meeting of the Advisory Group, all minutes will be retained as corporate records. Minutes of meetings that are accepted should be documented as being a true record of the discussions and decisions of the meeting.

5.4 Quorum

A quorum is constituted to be not less than fifty percent of the total number of members of the Advisory Group.

6. Reporting

Matters requiring Council decision shall be presented as a Council report for consideration.

7. Delegated Authority

There are no delegations provided to this Advisory Group.

8. Ethical Behaviour

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. Members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relevant to the activities of the Advisory Group, other than as authorised by the Chairperson/Council. Members will always act in the best interests of the City and our community, and represent the Advisory Group positively and respectfully in all public settings.

9. Liabilities of Members

No civil liability attaches to a member of an Advisory Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or group's powers, functions or duties.

10. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council.

The terms of reference for the Advisory Group will be reviewed every two (2) years by Council Officers and with direct input from the Advisory Group, in line with the appointment of each term.

The City has the discretion to review the role of, re-organise, or disband Advisory Groups at any time.

Original Date of Establishment - Res no:

DD / MM / YY

Amendment #2 -

Amendment #3 -

Amendment #4 -